

**BYLAWS  
OF THE  
AIR UNIVERSITY BOARD OF VISITORS**

**ARTICLE I: PURPOSE**

The Air University Board of Visitors (hereafter referred to as “the Board”), under the provisions of the Federal Advisory Committee Act of 1972 (5U.S.C., Appendix, as amended), shall provide the Secretary of the Air Force, through the Commander, Air University independent advice and recommendations on matters pertaining to the educational, doctrinal, and research policies and activities of Air University. The BOV shall be responsible for making recommendations on all significant decisions of academic policy for such programs.

**ARTICLE II: RULES OF CONSTRUCTION**

Nothing in these bylaws shall be construed to supersede the provisions of the charter of Air University Board of Visitors, the public laws of the United States, or any Air Force or Department of Defense regulation, directive, or instruction. Nothing in these bylaws shall be construed to create liability in any BOV member for any action taken by the BOV or AU.

**ARTICLE III: COMPOSITION**

The Board of Visitors is an independent body composed of at least five but not more than thirty-five members. Board members are appointed by the AU Commander upon approval by the Secretary of Defense. Neither the chair of the Board, chair-elect, nor a majority of its members may be civilian employees of the military or active/retired military officers. The Board must be composed so that the presiding officer of the Board and all other board members must have no contractual, employment, or personal or familial financial interest in the institution.

**ARTICLE IV: POWERS AND DUTIES**

As the primary active body charged with the responsibility for advising the Secretary of the Air Force on policies and activities of AU, the Board has broad and significant influence upon the programs and operations of AU. Accordingly, the Board has the duty to make constructive recommendations and to ensure that the mission of AU is implemented by establishing broad institutional policies, to ensure most appropriate use of financial resources to support institutional goals and a sound educational program, and to advise on the selection of the Chief Executive Officer (AU Commander). The Board and any committee thereof will operate in accordance with the Federal Advisory Committee Act (5 USC Appendix) as implemented in the Code of Federal Regulations and DODI 5105.4, *DOD Federal Advisory Committee Management Program*, as supplemented by the Air Force.

The Board shall, without limitation, have primary responsibility for making recommendations to:

1. ensure and approve a clearly defined, published statement of purpose for AU and its components.
2. ensure that all aspects of AU’s educational program are evaluated and are clearly related to the purpose of AU.

3. ensure that AU provides financial information that accurately represents the total operation of AU and demonstrates adequate financial support of AU programs and operations.
4. ensure that the planning and evaluation process identifies and integrates projected educational, physical, and financial development and incorporates procedures for program review and institutional improvement at AU.
5. ensure that guidelines and procedures exist to develop or evaluate within AU (a) educational effectiveness, (b) quality of student learning, (c) administrative and educational support services, and (d) teaching, research, and public service.
6. ensure regular evaluations of the effectiveness of AU's research process.
7. approve the number and type of degrees and the number and nature of department, divisions, schools, or colleges through which the AU curricula are administered.
8. ensure formal, annual evaluations of the Chief Executive Officer (AU Commander) are presented to the Secretary of the Air Force.
9. ensure that the AU degree programs are compatible with the stated purpose of AU and are based on fields of study appropriate to higher education.
10. ensure appropriate use of technology in enhancing learning programs.

## **ARTICLE V: OFFICERS**

**Section 1. Eligibility:** Only appointed members approved by the Secretary of Defense may serve as officers of the BOV. The officers of the Board are the chair, chair-elect, and past-chair who are elected by board members. In addition, the chair of each subcommittee is appointed by the Board Chair.

**Section 2. Terms:** The BOV chair will fill a two-year term that begins with the spring BOV meeting and the Chair-Elect and Past-Chair will fill one or two-year terms (depending on their term of service available) that also begin with the spring BOV meeting. Subcommittee chairs will fill a two-year term that begin with the spring BOV meeting.

**Section 3. Voting:** The officers of the BOV will normally be elected by majority vote at the regular annual spring BOV meeting every two years. In the event of a vacancy in any office of the BOV, the Board may elect an appointed member to fill the unexpired portion of the term of that office. The Past-Chair will collect nominations for officer positions on the Board and present the information to the BOV Chair for announcement.

**Section 4. Duties of the Chair:** The chair shall preside at all meetings of the BOV, shall appoint members of subcommittees, shall appoint the chair of each subcommittee, shall render the charge to each subcommittee, and shall sign the minutes of each meeting of the BOV.

**Section 5. Duties of the Chair Elect:** The chair-elect shall preside at meetings in the absence of the chair. The chair-elect, when acting as chair, shall enjoy all the powers of the chair. The chair-elect assumes the duties of the chair after completion of the chair's two-year term.

**Section 6. Duties of the Past-Chair:** The past-chair shall be responsible for coordinating proposed new membership and managing the election of officers of the Board.

**Section 7. Duties of the Subcommittee Chair(s):** The Subcommittee chair(s) shall preside at their respective subcommittee meeting.

## **ARTICLE VI: MEMBERSHIP**

**Section 1. Length of Service:** BOV members may serve for nine, 1-year renewable terms up to a maximum of nine years. The BOV membership should be staggered so that not more than one-third of the Board's membership will be replaced in any given year.

**Section 2. Appointment/Nominations:** Nominees for board membership are accepted from any present or former board member, AU school personnel, or other Air Force personnel. The Academic Affairs Division accepts these nominations throughout the year and presents them to the Past-Chair (Article V, Section 6 above). The Past-Chair may request the BOV Chair establish an Ad Hoc group (Article VII, Section 7 below) to review and report on each candidate nominee for deliberation by the Board. The Board will discuss and present their candidate nominations to the AU Commander for approval prior to being forwarded to the Secretary of the Air Force and the Secretary of Defense for appointment. The Academic Affairs Division will prepare an approval package for submission through the appropriate Air Force channels to the Secretary of Defense as required by DODI 5105.4, *DOD Federal Advisory Committee Management Program*.

**Section 3. Removal:** Members may resign at any time, may be removed for not attending three consecutive meetings, or may be removed for cause. Resignations must be submitted in writing to the Committee Chairperson. In the unlikely event that a member must be removed for cause, the Secretary of Defense, or designee, shall have the authority to do so. To be effective, such removal requires written notice to the chair of the BOV and to the member which shall contain the reason for the proposed removal and an opportunity for the member affected and the chair, respectively, to provide written responses, if either so desires. Such written statement must conform to the form and manner prescribed in the notice of proposed removal, and must be received by the Secretary of Defense or designee within the time limit prescribed in the notice of proposed removal. After consideration of such response and following the expiration of the time limit, the Secretary of Defense or designee will issue a letter advising the member and the chair of the BOV of such removal or retention. The decision of the Secretary of Defense will be final.

**Section 4. Ethical Obligations:** No BOV member shall have any personal or familial contractual, employment, or financial interest in Air University. BOV members are special government employees, and must comply with all ethics laws applicable to them.

## ARTICLE VII: SUBCOMMITTEES

**Section 1. Subcommittees:** The mission of AU encompasses broad educational areas such as: graduate education, undergraduate education, continuing education, officer accessions. To provide appropriate oversight, advice, and counsel, the BOV will act as a committee of the whole and shall establish subcommittees as necessary to review and make recommendations to the full board on subjects that the Board shall designate. Subcommittees will be comprised of five to ten members and will meet at the call of the Board's Designated Federal Officer, in consultation with the Board Chairperson and the Commander, Air University.

**Section 2. The Academic Affairs Subcommittee:** The Academic Affairs Subcommittee will provide advice and recommendations to the AU Board of Visitors concerning policies and practices concerning all academic matters across the university. More specifically, the subcommittee will review schools, programs, degree programs, academic and strategic plans, legislative and accreditation issues. The subcommittee will also review policies and practices on academic personnel (appointment, promotion, tenure, sabbaticals, etc) and the registrar functions.

**Section 3. The Air Force Institute of Technology (AFIT) Subcommittee:** The Air Force Institute of Technology (AFIT) subcommittee will provide advice and recommendations to the AU Board of Visitors concerning engineering and technology graduate programs.

**Section 4. The Future Learning and Technology Subcommittee:** The Future Learning and Technology Subcommittee will provide advice and recommendations to the Air University Board of Visitors concerning the appropriate use of technology in delivery of educational programs; effective and efficient use of administrative computing; duplication; technological challenges, and implementation of new learning environments.

**Section 5. The Institutional Advancement Subcommittee:** The Institutional Advancement Subcommittee will provide advice and recommendations to the Air University Board of Visitors concerning policies regarding: federal and state grants and private funding of research, teaching and service (Grants); AU Foundation; alumni affairs; community and outreach matters; public affairs/external relations; public relations, branding, advertising, news and information; facilities improvements and initiatives; strategic plans; spending and policy decisions (budget, contracts, salaries, etc.); tracking and analysis of administrative costs and effectiveness; reviewing proposed additions and renovations of existing facilities; and recommendations of candidates for AU honorary degrees.

**Section 6. The AU Research Subcommittee:** The AU Research Subcommittee will provide advice and recommendations to the Air University Board of Visitors concerning research processes across the University (to include AFIT, AWC, ACSC, SAASS, AFRI and FRIC) as well as discuss publication opportunities that enhance the University's effect across the Air Force and the world wide.

**Section 7. Ad Hoc or Other Subcommittees:** Ad Hoc or other subcommittees may be required to address special interests.

**Section 8. Subcommittee Voting:** Only members appointed to a subcommittee may vote in any deliberations of that subcommittee. An affirmative vote of the majority of the members present

of a subcommittee shall be required for any recommendation by the subcommittee to the Board. Minority opinions may be provided to the Board if subcommittee members so desire.

**Section 9. Reporting:** The chair of each subcommittee will report the action, findings, and recommendations of the subcommittee to the entire BOV for its approval and action as necessary.

## **ARTICLE VIII: MEETINGS, PROCEDURAL RULES, QUORUM, AND VOTING**

**Section 1. Meetings:** There shall be at least two meetings yearly, one in the spring and one in the fall. The full BOV shall be kept advised in a timely fashion of the purpose and content of such other meetings as may be scheduled from time-to-time by the chair. All meetings of the full BOV shall proceed according to a written agenda provided to members in advance of such meeting. All meetings where official BOV business is being decided upon will be conducted according to the Federal Advisory Committee Act requirements.

**Section 2. Procedure:** Except as noted herein, the meetings of the BOV will be conducted in accordance with the latest edition of Robert's Rules of Order.

**Section 3. Quorum:** A quorum to conduct business of the BOV shall consist of a majority of appointed members (present in person or by electronic means) then serving.

**Section 4. Voting:** Only appointed BOV members may vote. An affirmative vote of a majority of the appointed members at a meeting with a quorum present shall be required for any official action of the BOV.

**Section 5. Proposed Motions for Voting:** Only appointed BOV members may propose motions for a vote or may second motions of others.

**Section 6. Support:** The Air University Academic Affairs Division will assist the Board and chairs of any subcommittee with any necessary information and administrative support.

**Section 7. Communication Requirements:** The Air University Academic Affairs Division shall inform board members of relevant AU activities at least twice annually in writing.

**Section 8. Meetings Materials:** Meeting materials will be provided in advance of the meeting.

## **ARTICLE IX: AMENDMENTS TO THE BYLAWS**

The BOV may amend the bylaws by a majority vote of the Board members after reasonable deliberation. Proposed changes will be coordinated through the Designated Federal Officer, the AF Group Federal Officer (AF GFO) and the Deputy General Counsel, Fiscal, Ethics and Administrative Law, (SAF/GCA) prior to formal adoption by the [AU BOV] to eliminate potential conflicts. BOV members may vote by any means.